

DATE: June 18, 2004

TO: ALL STATE AGENCIES, EMPLOYEE ORGANIZATIONS, AND
MEMBERS OF THE GOVERNOR'S CABINET

SUBJECT: Title 2 of the California Code of Regulations § 50 – Merit Selection
Manual: Policy and Practices

This memorandum is to advise you that a two-part amendment of Title 2 of the California Code of Regulations (2CCR) § 50 adopted by the State Personnel Board (SPB) in September 2003 became effective on May 17, 2004. A copy of the final regulation, as amended, is attached and will be published in the 2CCR, § 50.

Section 50 incorporates by reference SPB's *Merit Selection Manual: Policy and Practices*, which establishes policy and provides guidance for State civil service testing and selection activities and documents professional best practices. As manual sections are added or existing sections are updated/revised, 2CCR § 50 is amended to specify the appropriate *Merit Selection Manual* edition.

The two-part amendment of § 50 incorporates both the September 2003 and October 2003 editions of the *Merit Selection Manual*. The September 2003 edition of the *Merit Selection Manual*, adopted at the September 9, 2003, Board meeting adds the following sections: 1) Section 1300 – Selection Program Standards; 2) Section 2100 – Validation Strategies; 3) Section 2200 – Job Analysis. These sections provide policy direction and guidance related to ensuring and documenting the job-relatedness of examination processes. In addition, these sections contain professionally accepted principles and methodologies of assessment and employment testing, and policy direction that embodies recognized legally defensible testing practices. The October 2003 edition, adopted at the September 23, 2003, Board meeting incorporates Section 3300 - Recruitment for Civil Service Examinations. Section 3300 provides policy on recruitment and outreach for the civil service examination processes conducted.

We are also pleased to announce that the entire *Merit Selection Manual*, is now available on SPB's website at www.spb.ca.gov (Click on either "State Agencies Seeking Information" or "Policy Division", "Publications.") SPB, however, will no longer provide subscription service for the "old" *Selection Manual* since the "new" *Merit Selection Manual* has replaced it.

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CONTACT PERSON:

Inquiries regarding this rule may be directed to Elizabeth Montoya at the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 or call (916) 653-0818 or TDD (916) 653-1498.

Laura Aguilera
Interim Executive Officer

Attachments: Text of Final Regulations

FINAL REGULATION GOVERNING MERIT SELECTION MANUAL

Title 2. ADMINISTRATION

Division 1. Administrative Personnel

Chapter 1. State Personnel Board

Subchapter 1. General Civil Service Regulations

Article 3.5. Selection Standards

§ 50. Merit Selection Manual.

Each agency and department with delegated or decentralized selection responsibilities shall develop and maintain a selection program as specified in the State Personnel Board's *Merit Selection Manual: Policy and Practices*, dated October 2003, and in accordance with existing laws and rules. The State Personnel Board's *Merit Selection Manual: Policy and Practices*, dated October 2003, is hereby incorporated by reference in its entirety.

NOTE: Authority cited: Sections 18211 and 18701, Government Code.
Reference: Article 7, Sections 1 and 3, California Constitution; and Sections 18213, 18500, 18900, 18930, 18950 and 19050, Government Code.